

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, K. Stieve

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of April 14, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,713,540.07**. Motion carried unanimously.
- b) **Vacation Policy** – Adm. Downing explained that this change will allow additional flexibility of when an employee can use their accrued vacation time. This change will keep employees from losing vacation time that is not able to be taken; with the current policy, employees would lose vacation that is not taken. Moved by Kent, seconded by Sloan to recommend to Council for approval. Motion carried unanimously.
- c) **Emergency Assistance Loan Program** – P. Cannon explained that this program is designed to give loans not to exceed \$5,000 to small businesses with less than 25 employees. This will enable the businesses to cover their costs, such as payroll, through the COVID situation. Adm. Downing notes that the two funds that make up the \$250,000 are not pegged for any specific purpose making them available for this program. In an effort to be more accommodating to our small businesses, the loans will be due July 15, 2021. The loans will be interest free through December 15, 2020 and 2% per annum from December 16, 2020 to July 15, 2021. Ald. Petty questioned no requirement of collateral other than the Promissory Note. P. Cannon explained that a Promissory Note is typically used for smaller loans; the City didn't feel that the requirements to go through with collateral was good use of staff time. They tried to keep the process simple for local businesses. This loan is strictly limited to businesses within the City of Baraboo. It was noted there was discrepancy in the date the interest would start. The committee recommends that the program be amended to be interest free until December 31, 2020 and 2% per annum from January 1, 2021 to July 15, 2021. Moved by Sloan to amend the program to be interest free through December 31, 2020, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **1st Qtr. Budget Amendments** – The Committee reviewed the 1st Qtr. 2020 budget amendments. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Fire Station Remodel Costs** – Fire Chief Kevin Stieve noted that the remodel is a pretty aggressive schedule based on some hard costs and some estimated costs. This will help them out to expand some programming and it also opens up the invitation to invite the Baraboo District Ambulance to share this large building. Updates include raising the concrete floor, new turnout gear lockers that can travel to the new station, sleeping quarters in the basement, and some cosmetic upgrades. Adm. Downing reminded the Committee that \$500,000 of new debt to pay for these improvements was already approved during the last budget process.
- b) **1st Qtr. 2020 Financial Statement** – The Committee reviewed the Financial Statement.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:29pm.

Brenda Zeman, City Clerk